

eLearning

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education

# EliteCertify

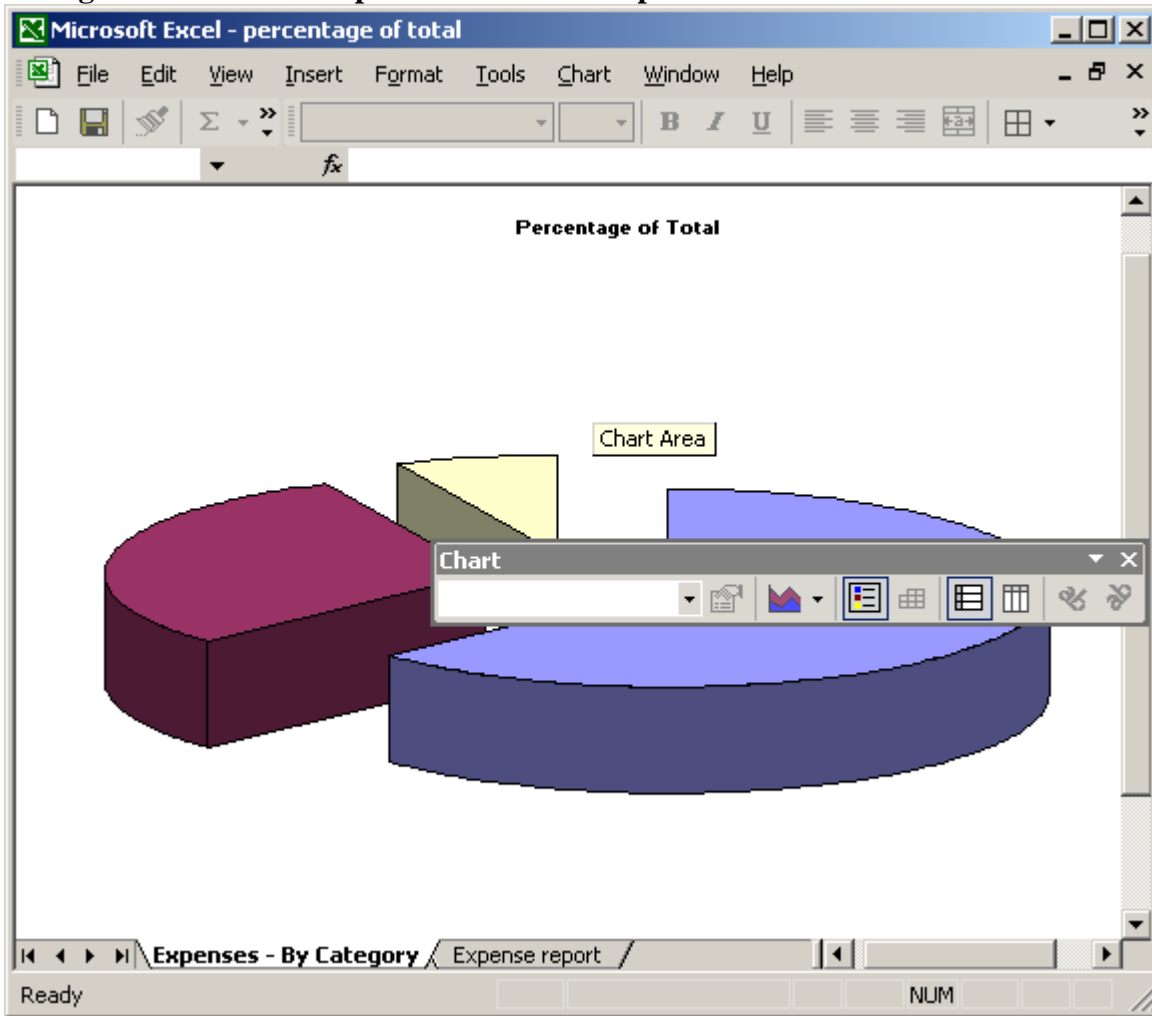
LEADING THE WAY TO SUCCESS

MOUSEX EXCEL 2000 CORE DEMO



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Change the chart to a simple two-dimensional pie chart.



*MOUS Excel 2000 Core*

**Answer:**

**Step 1:** Select the **Chart Type** button



**Step 2:** Select **Pie chart**.

MOUS Excel 2000 Core

Add a header to the worksheet with **Investment Analysis** appearing at the left of the header, and the page number appearing at the right. In the footer, include the current data in the center.

The screenshot shows the Microsoft Excel 2000 interface with the following data:

		Years to invest				
		2	4	6	8	10
Interest rate	4%	5,451.67	5,600.41	6,046.63	6,492.85	6,939.07
	6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65
	8%	5,550.83	5,699.57	6,145.79	6,592.01	7,038.23
	10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81
	12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39
	14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97
	16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55
	18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13
	20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71
	22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29
24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	
26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	
28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	
30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	

Additional worksheet information: Initial Investment = 250,000; Monthly Contribution = 10,000. The footer shows 'Ready' and 'NUM'.

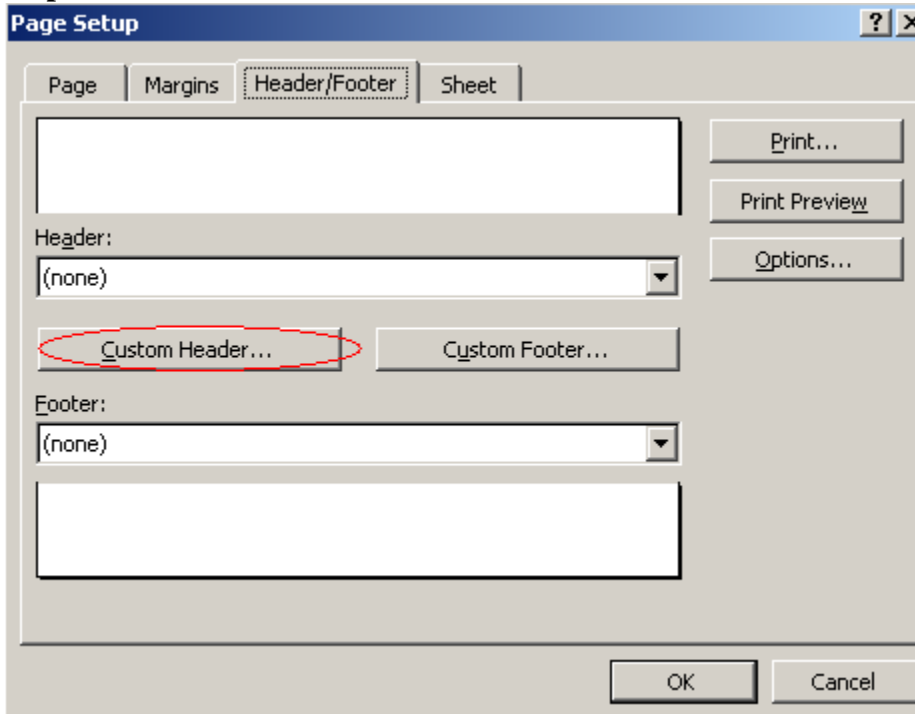
## MOUS Excel 2000 Core

**Answer:**

**Step 1:** Select the **View** menu.

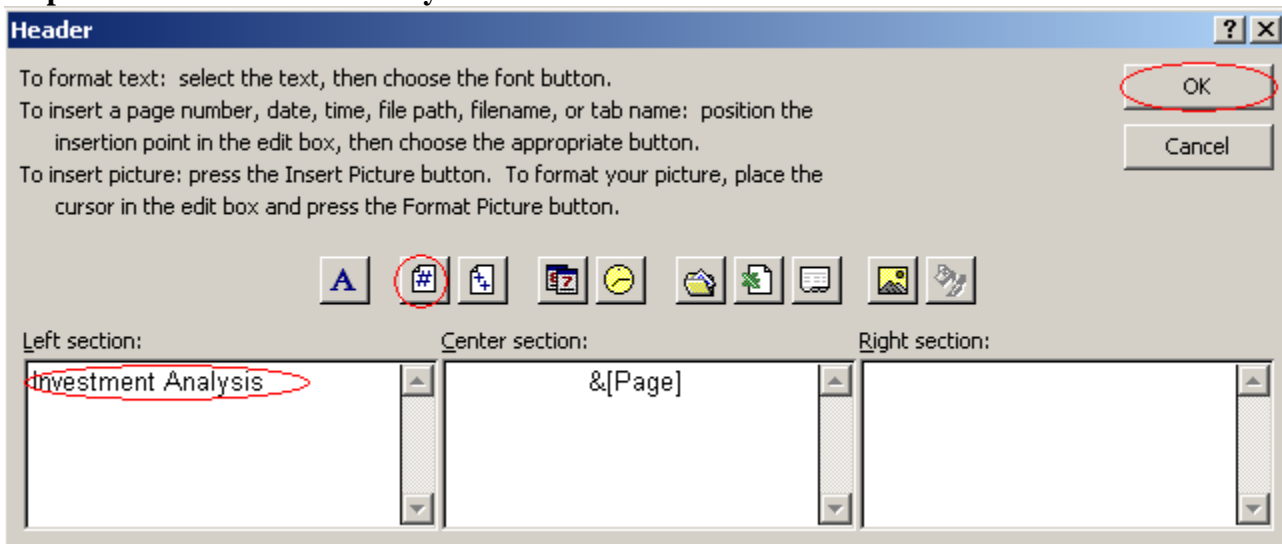
**Step 2:** Select the **Header and Footer** command.

**Step 3:** Click the **Custom Header** button.



**Step 4:** Click in the Left section text box.

**Step 5:** Write: **Investment Analysis**



**Step 6:** Click in Center section text box.

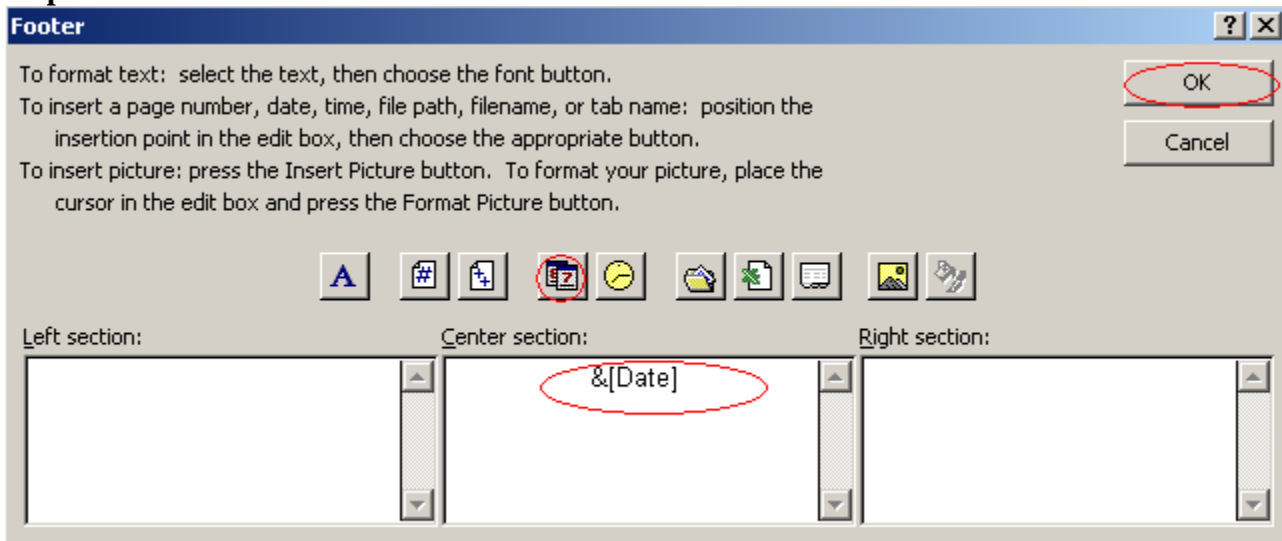
**Step 7:** Click the **Page number** button.

**Step 8:** Click **OK**.

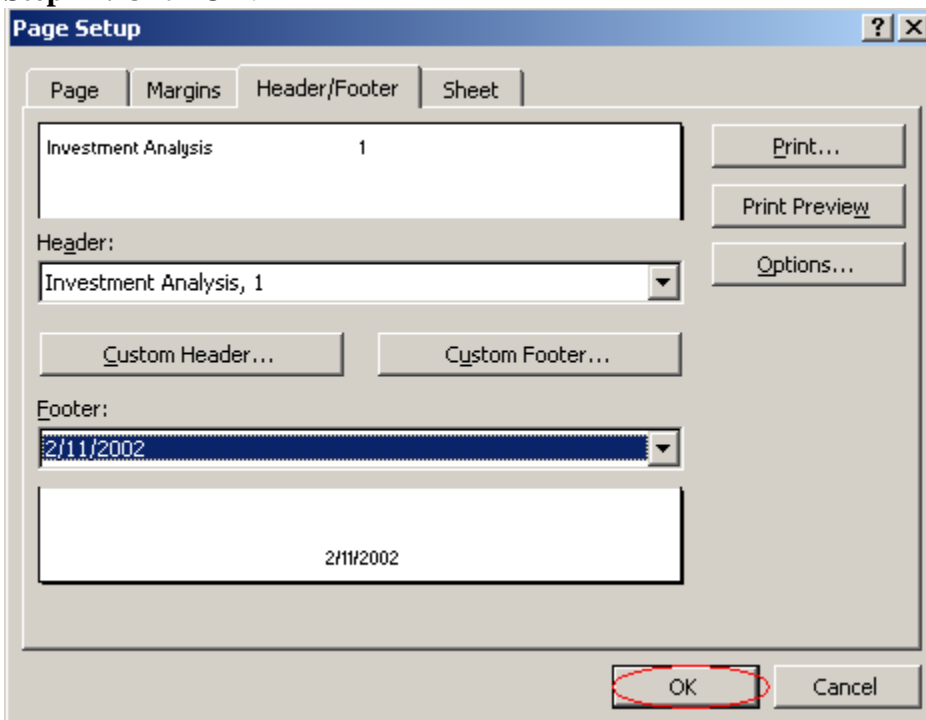
## MOUS Excel 2000 Core

**Step 9:** Click the **Custom Footer** button.

**Step 10:** Click in the Center section text box.



**Step 11:** Click **OK**.



**Step 12:** Click **OK**.

MOUS Excel 2000 Core

Clear the contents of the quarterly values for *France* in the range B9:E9.

Microsoft Excel - sales by country

File Edit View Insert Format Tools Data Window Help

A1 Sting Ray Products

	A	B	C	D	E	F	G
1	<b>Sting Ray Products</b>						
2	<b>Sales by Country (in thousands)</b>						
3							
4	<b>Region</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>	<b>Goal</b>
5	United States	7,236	3,234	7,236	2,922	20,628	23
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67
7	Brazil	3,234	3,078	3,234	2,766	12,312	24
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68
9	France	7,236	2,922	5,235	3,156	18,549	25
10	Japan	5,235	2,844	3,234		11,313	23,69
11	China	3,234	2,766	1,233		7,233	26
12	Argentina	1,233	2,688	7,236		11,157	23,70
13	<b>Total</b>	<b>33,876</b>	<b>23,688</b>	<b>33,876</b>		<b>105,816</b>	<b>98</b>
14							
15							
16							
17							
18							
19							
20							

Sheet1 Sheet2 Sheet3

Ready NUM

*MOUS Excel 2000 Core*

**Answer:**

**Step 1:** Click cell B9.

**Step 2:** Press the **Shift** key and click cell E9.

**Step 3:** Press the **Delete** key.